



Department of Health
The Government of the Hong Kong Special Administrative Region

Non-civil Service Vacancy

Part-time Contract Senior Technical Officer (Cultural Services)

Salary:

HK\$438 per hour

Entry Requirements:

Candidates should –

- (a) have a Post-graduate Diploma in Design and Media Technology from an internationally recognised college or university in Hong Kong, or equivalent ^{Note};
- (b) have at least ten years' relevant full-time experience^{Note} and possess professional knowledge in exhibition projects;
- (c) preferably with excellent skills in project & client managing, multi-disciplinary coordination, documentation production and coordination of information for each of the work stages through project completion;
- (d) proficiency in Auto CAD / Photoshop / Illustrator is preferred; and
- (e) proficiency in written Chinese and English, and good command of spoken Cantonese, Putonghua and English is preferable.

(Note: Applicants should submit copies of relevant documents in support of their (a) qualification; and (b) relevant working experience.)

Duties:

A Part-time Contract Senior Technical Officer (Cultural Services) is mainly responsible for –

- (a) translating Design Intent Drawings (“DIDs”) into Detailed Engineering Drawings (“DEDs”) for the procurement of specified Furniture and Equipment (“F&E”) in the Chinese Medicines Herbarium Laboratory (“CMHL”) of the Government Chinese Medicines Testing Institute (“GCMTI”);
- (b) providing professional input and support during the procurement process in particular preparation and evaluation of quotation / tender documents;
- (c) ensuring proper installation, calibration, and readiness of F&E items in the CMHL during the testing and commissioning stage;
- (d) collaborating and coordinating with other Government Departments, design-and-build (“D&B”) contractor and F&E suppliers for smooth pre-fix and onsite coordination;
- (e) working with the curatorial service providers in creating exhibition content and display panels in GCMTI; and
- (f) performing any other duties as assigned by senior officers.

(Remarks: Successful candidate will be required to perform outdoor duties/site visits. Working venues and hours may vary depending on operational needs of the Department. May be required to work on shifts.)

Terms of Appointment:

Successful candidates will be appointed on non-civil service terms. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

Fringe Benefits:

Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave and sickness allowance, where appropriate, will be granted in line with the provisions in the Employment Ordinance.

Enquiry Address and Tel. No.:

Appointments Section, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel: 2961 8444)

Closing Date for Application:

11 December 2025 (Thursday)

Newspaper(s) Advertised:

Recruit (28 November 2025) and Ming Pao Daily News (28 November 2025 and 5 December 2025)

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all candidates meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are **not** posts on the civil service establishment. Candidates appointed are **not** on civil service terms of appointment and conditions of service. Candidates appointed are **not** civil servants and will **not** be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above contact address.
- (h) Non-civil service vacancies information contained in this column is also available on the "GovHK" on the Internet at <http://www.gov.hk>.
- (i) Towards the application deadline, the online system would likely be overloaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.

How to Apply:

The application period for the position of Part-time Contract Senior Technical Officer (Cultural Services) is **from 28 November 2025 (Friday) to 11 December 2025 (Thursday)**.

Application Forms (G.F. 340 (Rev. 7/2023)) are obtainable from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>).

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who make applications on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

Completed application forms submitted in person or by post should reach the above contact address on or before the closing date for application together with copies of supporting documents listed in the entry requirements. Please specify “Application for the position of Part-time Contract Senior Technical Officer (Cultural Services)” on the envelope. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Applicants may also apply online through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Applications submitted by fax or e-mail will not be accepted.

For applicants who apply on-line, they should submit copies of the required supporting documents by post to the above contact address **on or before 18 December 2025 (Thursday)**. The on-line application number should be quoted on the envelope and copies of the supporting documents. **Please do not send originals of transcripts/ certificates.**

If candidates fail to provide the supporting documents as required, their applications will not be considered. Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for interview will normally receive an invitation (by email or by post) in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.